

SUBJECT: Forms Control	NUMBER: 1-12.01
EFFECTIVE DATE:	REVIEW DATE:
NMMLEPSC STANDARDS: None	APPROVED: Sheriff

I. POLICY

The Sheriff's Department shall centralize the responsibility for forms control in the Administration Section and utilize standard forms whenever possible.

II. RULES AND PROCEDURES

A. Maintenance of Department Forms

1. The Administration Section shall be responsible to maintain a master file, which will include the original of each form utilized.
2. Personnel shall not reproduce or requisition any form unless such form has been approved for use by the Sheriff, or his designee.
3. Division Commanders will review forms utilized by their respective commands and provide written recommendations regarding changes, then forward them appropriately as outlined in this policy. This review will be completed on an annual basis.

B. Standardized Forms

Standard forms of other agencies that are in common usage, such as Uniform Crime Reports, Traffic Accident Reports, Uniform and Misdemeanor Citations, and Search Warrants are excluded from the previous provision.

C. New or Revised Forms

All requests for a new or revised form will be made through an inter-office correspondence, through the appropriate and established chain of command to the Sheriff, and will include:

1. Purpose of the form and information to be recorded on the form.
2. Number of copies needed to satisfy projected needs for a six-month period.
3. Justification for the form, including a statement explaining why existing form(s) is/are unsuitable for use or why a new form is needed.